

1100 command. Control. Communications and Intelligence (C3I)

These files pertain to C3I and its responsibility for ensuring the reliability, survivability, security, and cost-effectiveness of Command, Control, Communications and Intelligence systems for the Department of Defense and the National Military Command System (NMCS) . Unless otherwise indicated, all permanent records **retired** to the Washington National Records Center will become available for transfer to the NARA when 30 years old. Depending upon volume, files may be further subdivided by the use of a decimal numerical suffix. NOTE : Those files pertaining to intelligence programs, surveillance and reconnaissance, signals intelligence, and resources will be found under the applicable **500-series** entries.

1101 Security Policy (was 306) (NC1-330-77-13) .-

1101-01 International Security

1. Security policy, directives, and guidelines on NATO or other international defense treaty members.

Disposition: Permanent. Transfer to the **WNRC** when superseded or canceled.

2. Directives on support for NATO classified couriers and policy **supervision** for the U.S. Central Registry.

Disposition: Permanent. Transfer to the **WNRC** when **superseded** or canceled.

3. International General Security of Information and/or Industrial Security Procedures with Allied defense forces regarding security policy, operation, and arrangements of a security nature.

Disposition: Permanent. Transfer to the **WNRC** when superseded or canceled.

4. International Pact Organizations (IPO) (NATO, (Central Treaty Organization, or Southeast Asia Treaty Organization) compromise cases by U.S. and non-U. S. holders.

Disposition: a. Dispose of records on the compromise of Top Secret Defense information or equivalent with all associated case papers, including corrective action taken 10 years after cut-off. b. Dispose of similar material relating to the compromise of Secret Defense information or equivalent 5 years after cutoff. c. Dispose of all other such material 2 years after Cutoff . Submit SF 135 for authority to destroy. d.

Retain a., b., and c., above in file 1 year after cutoff. Have U.S. Central Registry microfilm for retention and disposition as above (destroy pages microfilmed after determination that film is a substitute for paper).

5. Inspection reports by **U.S. Central** Registry of" U.S. holders of NATO, **CENTO**, and **SEATO** information.

Disposition: Destroy 5 years after cutoff.

6. Inspection reports by **the** NATO Office of Security of **non-U.S.** holders of NATO, **CENTO**, and SEATO information.

Disposition: Destroy 2 years after cutoff.

7. . Inventory reports of U.S. holders of NATO, CENTO, and SEATO' information.

Disposition: Destroy 2 years after cutoff.

8. International Pact Organizations (**IPO**) (NATO, **CENTO**, or SEATO) security policy working papers.

Disposition: Retain until superseded by final **IPO** regulations and/or documents, then destroy.

9. **IPO** (NATO, **CENTO** , or SEATO) security **policy** directives, regulations, or guidelines on security policy.

Disposition: Retain until canceled or superseded, then destroy.

10. Comments and/or inputs to IPO security **policy** directives, regulations, or guidelines on security policy.

Disposition: Retire to the **WNRC** 2 years after completion and or/final decision of all agenda items.

11. IPO Committee and/or Groups - Minutes of Meetings.

Disposition: Destroy 2 years after completion and/or final decision of all agenda items.

12. Security Policy (security clauses) comments and/or inputs to international agreements, memos of understanding (**MOU**) , technical arrangements, etc. (another office of **primary** responsibility **OPR**).

Disposition: Retire to the **WNRC** 5 years after termination cancellation, or supersession of agreement, **MOU**, etc. for permanent retention.

13. Security surveys and/or assessments of foreign countries.

Disposition: Retire to the WNRC 5 years after termination of existing agreements with country for permanent retention.

14. Security Policy comments and/or inputs to NDPC papers, including exceptions to policy, annual reviews, **foreign** military sales, meetings, or directives.

Disposition: Retire to the **WNRC** 2 years after resolution **and/or** publication of final document. Permanent retention.

15. Congressional correspondence resulting from inquiries, investigations, or other action by members of Congress that establishes or defines policies, plans, program objectives, or responsibilities.

Disposition: Retire record copies for permanent **preservation** members to the WNRC 1 year after case is closed. Destroy duplicate copies and associated nonrecord material 1 year after the close of the case unless part of the case file.

16. Travel arrangements.

Disposition: Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current **file**.

17. Discovery of Electronic Surveillance Files. Case **files** on those individuals and/or organizations on which to base their reply to court-approved motions for discovery of electronic **surveillance**. Letters of request, directives to **DoD** Components to conduct search, and responses are included.

Disposition: Destroy when **15** years old. Transfer to the WNRC 2 years after completion of project.

1101-02 Industrial Security Clearance Review

1. Policy, directives, and general administrative documents on the Industrial Security Clearance Program.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for files maintained in accordance with series 103-01.

2. Reviews and investigates reports on issuance of, or continuation of clearance.

Disposition: Retire to the WNRC 5 years after no longer active. Destroy 20 years later. (NC1-330-77-13) "

,3. Adverse action on investigative reports.

Disposition: Retire to the **WNRC** 5 years after no longer active. Destroy 20 years later. (NC1-330-77-13)

4. Hearings from applicants for supporting eligibility for access authorization.

Disposition: **Retire** to **the WNRC** 5 years after **no** longer active. Destroy 20 years later. (NC1-330-77-13.)

5. Redacted copies of final Screening Board (opinions, Examiners, and Appeal Board opinions and motions) .

Disposition: Retain in the OSD. Review for disposition in 20 years (NC1-330-77-13).

1101-03 Security Plans and Programs

1. Policy and procedures in the form of directives and guidance to the military and civilian security programs of the DoD Components including investigative and physical security **matters.**

2. Liaison documents with other U.S. security agencies coordinating policy and procedures.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for files maintained in accordance with the provisions of series 103-01.

1101-04 Information Security

1. Policy, standards, and criteria for security classification, classification, downgrading, and declassification of information within the DoD and industry, and for identification of military technological information requiring security protection.

2. Directives for and management documents that administer the DoD Classification Management Program.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents

maintained in accordance **with** the provisions of series 103-01.

3. Documents consisting of agenda, minutes, charter, and membership of the DoD Classification Review and Advisory Board.

4. Documents on DoD participation in the Interagency Classification Review Committee

Disposition: Permanent. a. Cut off documents described above when no longer needed for current operations and retire to the **WNRC** 5 years after cutoff, or when the committee is abolished, as prescribed for documents maintained in accordance with the provisions **of** series **103-06**. b. Routine f ceder reports, destroy when no longer needed.

1102 Command and Control Files

1102-01 Concepts and Strategy.

1. Documents that develop and coordinate command and control policies in implementing directives that define the functional, organizational, operational relationship between all elements or the **WWMCCS** and establish responsibilities f or the management, development, acquisition, and operation of WWMCCS.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

2. (Pending approval]. Coordination and liaison documents with **non-DoD** activities, etc.

1102-02 WWMCCS 4 Architecture. Documents providing **policy** and guidelines, compatible interfaces between systems, and computerized data format standards. Networks configuration and systems designs.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained **in** accordance with series 103-01.

1102-03 Combat Support Plans for the allocation **of** development and acquisition resources between the various areas comprising Combat Support. Documents managing the preparation and coordination **of** major development activities in Combat support . Reviews of development and production programs. Documents of the Research and Development Subgroups of the DoD Advisory Committee on Federal Aviation which coordinates programs

of in'terest to the FAA, Department of Defense and the Military Departments. Committee agenda and minutes of meetings.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1103 Communications

1103-01 Development and Acquisition

1. Documents developing telecommunications objectives, policies, plans and programs. These are in the form of National Communications System (**NCS**) instructions pertaining to the unified technical planning and operational guidance. Procedural arrangements and **reports** necessary to develop the **NCS**.

2. Development of a 10-year DoD plan to implement the NCS plan including the budgetary requirement to acquire equipment and operate the system.

3. The development of evaluation criteria to measure the effectiveness of the equipment (hardware) , the programs which operate the equipment (software) , and the system from the standpoint of **reliability**, suitability, and security.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with file series 103-01.

1103-02 Advanced Technology (pending approval) .

1103-03 Resource Management (pending approval) .

1103-04 Systems (pending approval) .

1103-05 Teleprocessing.

1. Policy on the computer science aspect of teleprocessing. Data terminal standards and operational procedures. MODEM or Data Set criteria and selection. Networking (the technique of optimizing **service** through the intelligent linking of remote stations by communications lines).

Disposition: Permanent. Cut off and retire to **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with file series 103-01.

2. Informal Liaison with Teleprocessing Industry. (**See** the 1600 series in this Instruction for additional information.) Technical literature, pamphlets, price lists, and similar data.

Disposition: Destroy when no superseded, obsolete, or **longer** needed for reference, as prescribed for documents **maintained** in accordance with **file** series 103-01.3.

1104 `

1104-01 Technical **Policy** Operations.

1. Documents that establish DoD policy with respect to overall aspects of telecommunications besides **WWMCCS**. This includes such telecommunications matters as camp, post, base, and station telecommunications; fixed and/or transportable **non-DCS telecommunications** not organic to **military** forces, telecommunications **sécurité (COMSEC)**, radio navigation, and special cases.

2. Files documenting contact on telecommunications matters with organizations external to the DoD such as the FCC. These documents include such matters as assignment of frequencies, interference, availability of commercial networks, policy and procedures for national communications and similar matters.

3. Reviews, evaluations, and coordination of DoD operations plans and programs in all areas of telecommunications.

Disposition: . Permanent. Cut off and retire to the **WNRC** when 'superseded or obsolete, as prescribed for documents maintained in accordance with file series 103-01.

1200 Acquisitions (NC1-330-77-11, except where otherwise indicated) . These files **pertain** to the policy and support necessary for the effective and efficient operation of the logistic activities of the Department of Defense including procurement, production, **supply , installations**, construction , real property, facilities, housing, maintenance, **transportation**, distribution, support, and related logistics services.

In no event may disposal be made of records on accounts, claims or demands involving the Government of the United States that have not yet been settled or adjusted by the GAO without written approval of the Comptroller General, as required by 44 U.S. C. 3309 (reference (d)) . _ .

Of a specialized character in the procurement field are the title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise). These **papers** are required by the Government as **long as the property** remains in Government hands or if it has been sold or released conditionally or with recapture clauses. When properties are disposed of by **quitclaim** deeds, this fact should be confirmed before the disposal of the title papers, since the title evidence might be needed by the Government to defend the **title** in the event the properties were disposed of by deeds containing general or special warranties.

It should also be ascertained that the title evidence relates only to the properties that were sold by the Government. In many instances, lands acquired by the Government are disposed of in different sized parcels, and if the Government retains the title to any portion the title evidence should be retained.

Unless otherwise indicated, records of this series scheduled for permanent retirement will be transferred to the National Archives when 30 years old.

1201-01 - 1201-08 Reserved (see 103, Common Mission Files).

1201-09 Procurement Files. General.

1. Procurement files (as described in item 4., below) involving transactions as well as the initiation and development of transactions that deviate from established precedents on general agency procurement or to major procurement programs.

Disposition: Permanent. Retire to the **WNRC** when 8 years old.

2. Title papers documenting the acquisition of real

property (by purchase, condemnation, donation, exchange, or otherwise) .

Disposition: a. Records pertaining to property acquired after December 31, 1920, other than abstract or certificate of **title**, dispose of- 10 years after unconditional sale or release by the Government of conditions, - restrictions, mortgages or other liens. b. Abstract or certificate of title, transfer to purchaser after unconditional **sale** or release by the Government of conditions, restrictions, mortgages, or other liens. (GRS 3, Item 1) .

3. Correspondence files of procurement operating units on their internal operation and administration that are not covered elsewhere in this schedule.

Disposition: **Destroy** when 2 years old.

4. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers.

a. Procurement or purchase organization copy, and related papers.

(1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.

Disposition: Destroy 6 years and 3 months after final payment (**GRS 3, Item 3a.(1)**) (reference **(p)**) .

(2) Transactions of \$25,000 or less and construction contracts under \$2,000.

Disposition: Dispose of 3 years after final payment (**GRS 3, Item 3a.(2)**) (reference **(p)**) .

b. Obligation copy.

Disposition: Destroy when funds are obligated (**GRS 3, Item 3b.**) (reference **(p)**) .

c. Copies of contracts, requisitions, leases, and other papers with duplicates of papers defined in item 4a, above, used by Component elements of a procurement office for administrative purposes.

Disposition: Destroy upon termination or completion (**GRS 3, Item 3c.**) (reference **(p)**) .

5. Files of reports on supply requirements and procurement **matters** submitted for supply management purposes (other than those incorporated in case files or other files of a general

nature) , exclusive of the DoD reports reflecting procurement under exemptions authorized under applicable regulations.

a. Copies received from other units for internal purposes or for transmission to staff agencies.

Disposition: Destroy when 2 years old (**GRS** 3, Item 4a.) (reference (p)).

b. Copies in other reporting units and related work **papers.**

Disposition: Destroy when 1 year old (GRS 3, Item 4b.) (reference (p)).

6. Records on the **planning** and execution of procurement programs, including records on printing, binding, duplicating, and distribution or publications and other items of supply and paper not covered elsewhere in these schedules.

Disposition: a. Destroy files relating to the accomplishment of the job -- requisitions, **bills**, samples and related correspondence. and papers -- 3 years after completion or cancellation of requisition (GRS 3, Item 6a.) (reference (p)).
b. Destroy manuscripts other than the official record copy used in the production phase as well as associated production clearances and proofs one year after acceptance of job. c. Destroy files pertaining to publications program planning, production standards, costing and related records 3 years after supersession, completion or revision of the program or standard.
d. Destroy registers used to control work orders or requisitions 1 **year** after close of fiscal year.

1201-10 Bid files

1. Successful bids.

Disposition: Destroy with related contract case **files** (see series 1201-09) (GRS 3, Item **5**) (reference (p)).

2. Unsuccessful bids.

Disposition: Dispose of in accordance with the provisions of series **1201-09.**

3. Lists or cards of acceptable bidders.

Disposition: Dispose of when new list or card is made.

1201-11 Disposal of Surplus Property.

1. Case **files** on **sales** of surplus personal property and real property comprising invitations, bids, acceptances, lists of material, evidence or sales and related papers involving transactions and other papers that document the initiation and development of transactions that deviate from established precedents on major disposal programs.

Disposition: a. Record copies, including related material, are permanent. Cut off when case is closed, retire to the WNRC after 3 years. b. Destroy duplicate and nonrecord material upon file cut off. c. Files not covered here should be disposed of under 1202-11.3.

2. **Case** files **on** disposal **of** surplus real and related personal property (as described in 1. above).

Disposition: a. Record copies, including related material, are permanent. Cut off when case is closed and retire to the **WNRC** after 3 years. b. Destroy duplicate and non-record material when files is cut off.

3. Case files on sales or surplus personal **property**, comprising invitations, bids, acceptances, lists of **materials**, evidence of sales, **and** related correspondence (other than those covered in items 1. and 2., above) .

a. Transactions of more than \$25,000.

Disposition: Destroy 6 years after final payment (GRS 4, Item 3a.) (reference (p)).

b. Transactions of \$25,000 or less.

Disposition: Destroy 3 years after final payment (GRS 4, Item 3b.) (reference (p)).

1201-12 Standards. Records on the development and establishment of standardized specifications, standards, and nomenclature of items of supply used in military or civilian production and supply matters.

Disposition: a. Retire record copies, including development papers, coordination records and other related and associated record material 6 months after acceptance and promulgation **or** specifications, standard item description, and identification for permanent preservation. b. Destroy inactive project files 3 years after file cutoff. c. Destroy duplicate case material used in the development of standards, specifications, and item descriptions when official promulgation has been made.

1201-13 Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, **including**, if pertinent as determined by **the** releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided: (a) the records can be segregated without harm to other documents or enduring value, (b) no responsibility attached to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) if the property **is** released **for** historical use or purpose, the user" agrees to retain it and return it to the Federal Government immediately upon the discontinuance or its use for historical purposes.

Disposition: Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage (GRS 4, Item 4)(reference (p)) .

3201-14 Facility Records. Records on overall program planning on acquisition, care, maintenance, construction, allocation, transfer, and release of real property.

Disposition: a. Retire record copies 3 years after file cutoff for permanent preservation. b. Destroy duplicate and non-record material when file is cut off unless part of a case file.

1201-15 Space Management. Records on the allocation, utilization, and release of space under departmental control and related reports to the GSA.

Disposition: a. Dispose of building plan file and related department records relating to space utilization, planning assignment and adjustment 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or become obsolete. b. Dispose of records supporting and copies of reports submitted to GSA regarding space occupied in Metropolitan Washington and outside the District of Columbia 2 years after annual file cutoff. c. Destroy space plan file and related records used in space planning, assignment and adjustment of **space** allocated to the OSD 2 years after annual file cutoff. d. Destroy record copies supporting reports submitted to the DoD space control activity regarding space occupied by OSD 1 year after annual file cutoff. e. Dispose of correspondence files

relating to space and maintenance matters of an **administrative** or operating nature, 3 years after annual cutoff.

1202 Procurement Files

1202-01 Procurement **Policy**. Records consisting of decisions, directives, instructions, guidelines, and supporting documentation on the initiation, development, and establishment of procurement policies, standards, criteria, or guidelines. Included are policy matters affecting new techniques and procedures, interpretations, or published regulations, weapons systems procurement, tailoring of contract types, structuring or unique clauses, consistent policy application, government-wide policy and proposed innovations. To facilitate file access, this file **may be subdivided** into **1201-01.1 to 1201-01.9**.

Disposition: a. **Policy** files are permanent. Retire to the **WNRC** when superseded, obsolete, or no longer needed for reference, as prescribed for documents maintained **IAW series** 103-01. b. Destroy reproduced copies when superseded or revised, unless part of a case file. c. Destroy reference copies of matters not published by the Department of Defense when no longer required for reference.

1202-02 Procurement Management. These files contain documents governing overall procurement management, administrative review, and improvement progress, development for input to personnel training and career development courses.

Disposition: a. Retain review procedures until superseded, then destroy. b. Destroy review or progress reports when superseded or all necessary action completed. c. Destroy career **development** and training programs upon inactivation.

1202-03 Procurement Analysis **and** Planning. These files consist of analyses and reports of existing policies, possible improvements and modifications, status or foreign procurement policies and procedures, and matters on the U.S./Canadian Productions and Development Sharing Program. Further subdivisions of this file may be made by assigning numbers 1202-03.1 to 1202-03.9 if volume dictates.

Disposition: a. Documents pertaining to possible improvements and modifications may be destroyed when incorporated into approved policy or procedure. b. Documents pertaining to possible improvements which have been disapproved may be destroyed when 3 years old.

1202-04 Small Business and Economic Utilization Policy. **Policy** files on **small** business, **labor** surplus areas, minority business enterprise, and a military procurement information

office to facilitate access of information to the aforementioned activities.

Disposition: a. Policy- documents are permanent. cut off and retire to the WNRC when superseded, obsolete, or no longer needed for reference, as prescribed for papers maintained IAW series 103-01. b. Correspondence, reports, studies, goal statement, and other records, destroy when 3 years old (GRS 3, Item 17) (reference (p)). Retire to the **WNRC** when superseded. Case files are permanent. Retire to the **WNRC** 3 years after last entry in file.

1202-05 Contract Administration Services. Record copies of coordinating policies" and **procedural** directives, focal point correspondence, monitoring of component contract administration, liaison matters, and plan cognizance program. These are the working **files** of the office directly responsible for contract administration and monitoring of the activities of the Component elements of the Department of Defense.

Disposition: a. Record copies of coordinating policies and procedural directives pertaining to contract administration are permanent. Cut off and retire to the WNRC when superseded, obsolete, or no longer needed for reference, as prescribed for policy-type documents maintained IAW series 103-01. b. Documents related to monitoring, liaison and plant cognizance, cut off when 5 years old and retire to the **WNRC**; destroy when 15 years old.

1202-06 Defense Acquisition Regulation (DAR) (formerly **Armed Services Procurement Regulation (ASPR)** Committee Files. These are the files of the committee tasked with preparation and revisions of the procurement regulations that govern the procurement activities of the Department of Defense. They consist of documents of proposed and approved revisions, coordination and staffing of changes to the regulations, and **circulars** to keep procurement activities abreast of current developments. (See 1201-09 Contract Case Files and ASPSN.2 Part 5")

Disposition: a. The record copy is permanent. cut off when no longer needed for current business and retire **to** the **WNRC**. b. Defense Procurement Circulars (**DPCs**) or changes may be destroyed 1 year after incorporation in the manual. c. Committee case files are permanent and will be retired to the **WNRC** when **5 years** old. d. Tapes of minutes can be erased after transcription.

1202-07 Contract **Support** Services. These are files of special projects on contractual matters such as special studies, technical evaluations, and reviews or commercial and industrial **contract** activities.

Disposition: Cut off and retire to the **WNRC** when 5 years old; destroy when 15 years old.

1203 Installations and **Housing** Files. These records involving the responsibilities of this office to budget for, construct or acquire, administer, maintain, and dispose of installations and housing as appropriate. plans, policies, and program administration are involved DoD-wide.

1203-01 **Facilities Planning and** Programming. Documents on policy "criteria review, analysis, program administration of such matters as housing programs (family and bachelor) , home owner assistance, real property, military construction and housing budgeting, and legislature.

Disposition: a. Policy is permanent. Retire to the **WNRC** when superseded, obsolete, as prescribed for documents maintained **IAW** series 101-01. b. Reviews and analyses, destroy 5 years after supersession by later review.

1203-02 Construction standards and Design. These files contain documents concerning physical standards and design criteria for DoD facilities, architectural engineering activities, cost standards, environmental pollution control, utility plants, and Base Master Planning matters.

Disposition: Destroy standards and design criteria 5 years after supersession.

1203-03 Construction Operations Files. Documents on base development, construction acquisition systems. Here also can be found congressional correspondence on construction.

a. Congressional correspondence.

Disposition: Record copy is permanent. Retire to the **WNRC** when 3 years old.

b. Documents on surveillance or acquisition.

Disposition: Destroy 7 years after last entry.

1203-04 Facilities Management Files. Administrative procedures, directives, correspondence, studies required to manage real property facilities, natural resources, and **Public** Domain Lands.

Disposition: Permanent. Cut off when superseded or obsolete and retire to the **WNRC**, as prescribed for policy-type documents maintained IAW series 103-01.

1204 Supply, Maintenance and Services Files

1204-01 Supply Management Policy. Records consisting of decisions, directives, instructions, guidelines and supporting documentation on the initiation, development, and establishment of supply policies of the Department of Defense. Included are **policy matters** affecting **provisioning**; its cataloging, distribution, utilization, and **disposal**; systems effectiveness, foreign aid, and resources for supply system operations. Automated Logistic Systems functions and related **files as** controlled by this office.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete, as prescribed for policy-type documents maintained IAW series 103-01.

1204-02 Transportation and Warehousing Policy Files. Records consisting of decisions, directives, instructions, guidelines, and supporting documentation on the initiation, development, and establishment of transportation and warehousing policy. Included are policy matters concerning traffic management, containerization, material handling, international - transportation, highways for National Defense, postal transportation, single manager supervision, administrative-use vehicles, storage and warehousing, presentation, and packaging. Correspondence, memos for record, and other communications are filed with applicable policy matters.

Disposition: Permanent. **Cut** off and retire to the **WNRC** when superseded or obsolete, as prescribed for policy-type documents maintained IAW series 103-01.

1204-03 Maintenance Policy Files. Records consisting of decisions, directives, instructions, guidelines, and supporting documentation on the initiating, development, and establishment of maintenance-policies of the Department of Defense. This pertains to documents establishing technical concepts, criteria and latest technology, equipment performance, and readiness and support planning.

Disposition: Permanent. Cut off and retire to the **WNRC**

when superseded or obsolete, as prescribed for **policy-type** documents maintained IAW series 103-01.

1204-04 Subsistence Management Policy. These **files** have to do with the establishment of policy matters on basic daily food allowances for the Armed Forces, food **service** and related systems, food equipment, facilities, procurement, and distribution. Fees on training and career development program for food handlers, and for the monitoring of food service accounting and reporting for the Armed Services. To assist in the discharge of those duties a DoD Food Planning Board is sponsored by this office.

Disposition: a. Policy documents are permanent. cut off and retire to the WNRC when **cancelled** or superseded, as prescribed for documents maintained IAW series 103-01. b. Food **Planning** Board minutes are permanent. Retire to the **WNRC** when **5 years** old. c. Training and career development program records, cut off 3 years after supersession; destroy when **25 years** old. d. Food service accounting reports are permanent. Retire to the **WNRC** when 3 years old.

1204-05 Petroleum Matters Files. Documents on the DoD petroleum policy guidance, systems, and procedures. Inspections reports on surveillance of industry in meeting standards and ability to satisfy defense needs. It also contains documents on products and petroleum facilities. This is also the file location of the Oil Policy Committee Working Group. This committee assists in the formulation of policy and management systems .

Disposition: a. Policy documents are permanent. cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained IAW series 103-01. b. Oil Policy Committee Working Group files are permanent. Cut off when no longer needed for current operations. Retire to the **WNRC** 5 years after cut off or when the committee is abolished, as prescribed for committee papers maintained IAW series 103-06.1. c. Inspection reports may be destroyed 3 years after supersession by a subsequent report, or when 5 years **old**, whichever is later.

1205 **Production Engineering and Materiel Acquisition**

1205-01 Technical Director Files. Technical support documents for the Defense Acquisition Board (DAB), board proceedings, minutes, etc. This board reviews and makes recommendations on all large system acquisitions for the Department of Defense. Papers that monitor various acquisition programs of the Department of Defense, reports, projections costs, test facilities, etc. Documents on applications engineering and manufacturing technology necessary to perform this mission.

Disposition: a. Committee minutes and proceedings are permanent. Cut off when no longer needed for current operations. Retire to the **WNRC** 5 years after cutoff, as prescribed for documents maintained **IAW** series 103-06.1 b. Supporting documents may be destroyed when no longer needed for current operations, as prescribed for papers maintained **IAW** series 103-06.2

1205-02 Ships, Weapons, Electronics, and Associated Systems Files These files contain all the documents necessary to manage subject matter acquisitions or foreign military sales. They include development **concepts, program** budget decisions, and necessary fiscal and logistics guidance, as well as budget planning figures and approved budget data. Progress towards meeting the planned milestones of the DAB is also monitored and progress recorded in these files. Case files of special interest to the Department of Defense may be included.

Disposition: Permanent. Retire to the **WNRC** when 7 years old.

1205-03 Aircraft and Missiles Files. These files contain all the documents necessary to manage subject matter acquisitions or foreign military sales. They include development concepts, program budget decisions, and necessary fiscal and logistics guidance. Budget **planning** milestones of the DAB are also monitored and progress recorded in these files. Inspection reports, studies, and other documents such as technical articles measuring industrial preparedness related to aircraft and missiles are found in these offices. Case files of special interest to the Department of Defense may be included. Documents establishing priorities and allocations are also filed.

Disposition: Permanent. Retire to the **WNRC** when 7 years old.

1205-04 Industrial Preparedness and Munitions Production Files. Central files of documents on industrial preparedness and munitions production. Inspections or other reports of the ability of industry to respond to defense needs under different postures. Documents describing new manufacturing technology, **budget** cycle input on related acquisitions, corrective actions necessary, and status thereof.

Disposition: a. Documents relating to industrial preparedness and munitions production are permanent. Retire to **WNRC** when 10 years old. b. All other documents in this file,

Retire to the **WNRC** when 10 years old or superseded by later report; destroy when 20 years old.

2205-05 Product and Production Engineering Files. Documents on quality and reliability, value, and cost engineering. These papers consist of studies, suggestions, standards, programs, and directives to assure reliability, a threshold of quality and value engineering techniques to minimize costs without loss of quality. Also included are papers on technical data resources, standardization programs, aimed at reducing the variety of product, and product part **noninterchangeability**.

Disposition: Cut off after 5 years, or when technology or standards are overcome by improvements, whichever is later. Retire to the **WNRC** and destroy when 15 years old.

1205-06 Management Evaluation and Material Control. Studies, directives, **program** management papers, and correspondence on management evaluation and material control. Included are the DoD Management Improvement Program, Logistics Performance Measurement and Evaluation System, the Integrated Engineering System Industrial Priorities and Allocations, impact determination (such as may be caused by labor strife or fuel shortage) and related papers.

Disposition: Permanent. Retire to the **WNRC** when 10 years old or when superseded, whichever is later.

1206 **Special** Assistant's Files

2206-01 Plans and Programs Files. Studies, **plans**, correspondence, and directives necessary to perform objectives of this office. Preparation of strategic studies and plans; budget input, program planning, resource management, and studies of financial aspects of DoD programs issued by or impacting upon the installations and logistics missions.

Disposition: Permanent. Retire to the **WNRC** when superseded or 10 years old, whichever is later.

1206-02 International Programs. Documents in the nature of studies, reports, agreements, and directives necessary for the management of **international** programs. Directives **managing** the Military Assistance Program, cooperative logistic support arrangements **with** treaty members, international co-production arrangements, NATO Armaments Production and Logistics Programs, International Logistics Systems, and Material Allocations - U.S. vs International Requirements. These files also contain Civil Emergency Planning documents involving logistic plans for this contingency.

Disposition: Permanent. Retire to the **WNRC** when superseded or when 10 years old, whichever is later.

1206-03 International Cooperative Agreement (**ICA**) Coordination Files. These files document USD (A&T)'s role as the approval authority for the DoD Components to negotiate and/or conclude international agreements with foreign governments for cooperative research, development, test, evaluation, technical data exchange, and related standardization agreements that are not implemented through the Security Assistance Program: agreements concerning cooperative or reciprocal logistical **support**, including **shared** use of equipment, facilities, and **services**, "except for uni-Service matters; and **coproduction**, **licensed** production, and related standardization agreements that are not implemented through the **Security** Assistance Program. These files form a record of DoD/Commerce Department/State Department coordination on all proposed ICAS. They consist of requests from the Components for authority to negotiate and/or conclude an **ICA** which include a draft text of the proposed agreement, a legal memorandum explaining the legal basis of the ICA, a fiscal memorandum, a technology assessment and control Plan (**TA/CP**), an industrial base factors analysis, and a delegation of disclosure authority letter (**DDL**); staffing and coordination memorandums; and delegations of authority to negotiate and/or conclude the agreements. Also included are requests from DSAA for USD (A&T) coordination for their international agreements; requests from the State Department ("Circular 175 requests") for DoD comments on ICAS between other Executive Branch agencies and foreign governments; and Notifications of Loan Agreements and Project Agreements from the DoD Components. [Note: These files are not to be confused with the international agreement files maintained by the DoD General Counsel (402 -05) or the agreement files described under the common mission series 103-04.]

Disposition: a. Delegations of authority and other documents that state the OSD position on any of the above matters are permanent as well as any substantive correspondence that documents the coordination process. Retire to the Washington National Records Center (**WNRC**) when superseded, obsolete, or no longer needed for current business, as is authorized for **policy**-type files maintained in accordance with series 103-01.1 and .2
b. Background -materials and correspondence of a transitory nature may be destroyed when no longer needed for reference purposes, as is authorized for such documents when maintained in accordance with series 103-01.3.

1207 , Administrative Matters

1207-01 Executive Office Files. Documents necessary for the general administration of this office. Included are the budget preparation, personnel assigned, travel arrangements, message center, review of correspondence, and program surveillance.

Disposition: See the respective 103-series files for budget, personnel, message and correspondence review.

1207-02 Industrial Management and Logistics **Audit**. Directives, studies, and correspondence reports required to manage the aspects of Installations and Logistics (I&L) functions. Here are filed inspections and audit reports both . internally **administered** or concluded by GAO, management systems, directive procedures and reports; follow up correspondence to audit reports, check-of f procedures, exchanges with the GAO and similar material.

1. Directives and **policy** on Management Systems.

Disposition: Permanent. Cut off and retire to the WNRC when 'superseded or obsolete, as prescribed for **policy-type** documents maintained IAW series 103-01.

2. Audit reports.

Disposition: · Retire to the **WNRC** 2 years after file is closed and all proposed action is completed. Destroy when 10 years old.

1207-03 Logistics **System** Office. These files contain documents necessary to coordinate logistic function in the Department of Defense; to formulate **DoD** Logistics **Plan** with input from Components; to develop, establish, and promulgate logistic policy with the assistance of the Logistics Systems Policy Committee, to sponsor the committee, keep its minutes and working papers; and to initiate a research program and technical system support . The files consist of reports, policy directives, studies, correspondence and the like to accomplish these tasks.

Disposition: a. Retire policy documents to the **WNRC** when superseded or obsolete, as prescribed for papers maintained IAW series 101-03. b. Committee minutes are permanent. cut off when **no longer** needed for current operations. Retire to the **WNRC** when 5 years old, as prescribed by documents maintained IAW series 103-06.1.

1208 Office of Economic Adjustment Files

1208-01 Economic Impact Minimization Files. These files

contain studies, reports, correspondence, evaluations of the economic impact of proposed or suggested base closures, reduction programs, special problems studies, and possible changes in procurement programs.

Disposition: a. Studies, reports, and correspondence relating to base closure and reduction programs which are the subject of congressional or widespread public interest are permanent. Retire to the WNRC when 5 years old. b. Other files, such as special problems studies and possible changes in procurement programs, cut off when 5 years old and retire to the **WNRC**; destroy when 20 years **old**.

1209 Energy Environment and Safety

This office coordinates and directs the efforts of the various subordinate offices herein described. Generally, it is charged with coordination for the Department of Defense, with the Council for Environmental Protection Agency (EPA) on matters related to the environmental programs of the Department of Defense. This office is also charged **with coordination** with the Highway Traffic Safety Administration, National Transportation Safety Board (**NTSB**), and Federal Aviation Administration (FAA) on matters related to the occupational health and safety programs of the Department of Defense. Most of these matters originated with national laws that are implemented by Federal regulations promulgated by the above agencies.

1209-01 Environmental Quality. Documents examining every DoD action that may have environmental ramifications to include analyses of the impact and consideration of courses of action. Examples are base closures, realignments, exercises, operations, construction projects, and-land use planning. **Documents** within this category include:

1. Policy issuances.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained IAW series 103-01.

2. Procedures, methodologies.

Disposition: Destroy when superseded or obsolete.

3. Environmental Impact Assessments (**EIA**).

Disposition: Destroy 1 year after completion of the matter assessed.

a. Environmental Impact Statements (**EIS**).

Disposition: Destroy 1 year after completion of the action.

b. Draft and/or Final.

Disposition: Destroy 7 years after completion of the action.

4. Negative declarations.

Disposition: Destroy after 1 year.

5. Status reports.

Disposition: Destroy after Environmental Impact Assessment and/or Environmental Impact Statement is submitted.

6. Annual environmental report incident thereto.

Disposition: Permanent. Retire to the WNRC when 5 years old .

1209-02 Air Programs. DoD programs developed and policy direction implementing air pollution abatement; the identity of all emitters and noncompliance major and minor sources, monitoring the service efforts to bring into compliance. The identification of activities requiring Air Pollution Episode Plans and the assurance that necessary coordination has taken place with local and State officials. Some examples are programs to control open burning of munitions, ships smoke and tube blowing, coal conversion and jet engine test cells. Documents in this category include:

1. Policy issuances, directives.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained IAW series 103-01.

2. DoD comments to proposed Federal regulations.

Disposition: Destroy 5 years after final regulation is promulgated.

3. Compliance status on National pollutant Discharges Elimination System (**NPDES**).

Disposition: Destroy after 5 years.

4* Status reports on compliance, schedules, and programs

for compliance with Federal laws and regulations.

Disposition: Destroy after 5 years.

1209-03 Water Pollution Abatement. Programs developed and policy direction implementing Federal regulations pertaining to the Water Pollution Control Act (**WPCA**), the Coastal Zone Management Act (**CZMA**), Section 101 of the Safe Drinking Water Act (**SDWA**). Documents in this series include:

1. Policy issuances, directives.

Disposition: Cut off and retire to **the WNRC** when superseded or obsolete, as prescribed for policy-type documents maintained IAW series 103-01.

2. DoD comments on proposed Federal regulations.

Disposition: Destroy 5 years after final regulation is promulgated.

3. **Spill** Prevention Control and Countermeasures (**SPCC**) plans.

Disposition: Permanent. Transfer to the **WNRC** when superseded.

4. **Spill** contingency plans.

Disposition: Permanent. Transfer **to** the **WNRC** when superseded.

5. Compliance status on National Pollutant Discharges Elimination System (**NPDES**).

Disposition: Destroy after 5 years

6. Status reports on compliance, schedules and programs for compliance with Federal laws and regulations.

Disposition: Destroy after 5 years.

1209-04 Solid Waste Management. The DoD program to comply with the Solid **Waste** Disposal Act of 1970; policy in relation to **the** Act, the implementation of guidelines and the estimation of costs. This includes source separation programs, the storage and collection of waste such as metal and paper, the resource recovery facilities, thermal processing of waste, and the beverage container policy.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained IAW series 103-01.

1209-05 Categorical Programs. The development of DoD guidelines and policy directives to comply with Federal regulations issued pursuant to the Radiation Health and Safety Act of 1968, the Noise Control Act of 1972, and the Federal Insecticide, Fungicide, Rodenticide Act of 1972.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained IAW series 103-01.

1209-06 Safety **and** occupational **Health**.

1. Policy and guidelines for DoD implementation of Occupational Safety and Health Act (OHSA) of 1970, Executive Order **11807** and appropriate Federal regulations.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained IAW series 103-01.

2. Coordination -with and comments to **OSHA, NTSB, FAA** on proposed standards and regulations, as well as periodic statistical reports.

Disposition: Destroy after 5 years.

3. Inspection, abatement, reporting, and budget guidelines - for DoD activities.

Disposition: Destroy after 5 years.

1209-07 Energy **Policy (NC1-330-79-4)**

1. Documents on preparing, coordinating, issuing, and interpreting policy, directives, regulatory instructions, and comparable records on the energy program in DoD.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained IAW series 103-01.

2. Studies reports, analyses made to measure energy conservation, and the effectiveness or current practices or proposed plans.

Disposition: Retire to the WNRC when superseded; destroy when **15** years old.

3. NATO Energy Files. Documents related to the operation of the Central Europe Pipeline System (CEPS) .

a. Documents that monitor the NATO Tariffs and NATO Budget. These consist of copies of charges paid for pipeline storage and transportation, as well as payments for repairs and maintenance, and copies of the contributions of each NATO nation towards these expenses.

Disposition: Destroy when 3 years old.

b. Documents that recommend **policy** on the CEPS operations.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for policy-type documents maintained IAW series 103-01.

4. Defense **Energy** Information System (**DEIS**) (**NC1-330-81-9**) . This is a machine-read-tile record f **ile** which is tape-resident. The records consist of inventories of energy **products** at military installations, the rate of consumption, issue receipts, and transfers.

a. Magnetic Tapes.

Disposition: Permanent. Transfer to the National Archives in 5-year blocks when most recent records are 10 years old.

b. Hard-copy reports.

Disposition: Retire one copy of each report to the **WNRC** when no longer required for reference; destroy when 15 **years** old.

1300 Defense Research and Engineering (NC1-330-77-15) . These files relate to research and engineering (R&E) and pertain to: Scientific and technical matters: basic and applied research: developments, tests and evaluations of weapons systems, design and engineering, for suitability, producibility, reliability, maintainability , and materials conservation; and environmental services.

1301-01 - 1301-07 Reserved (see Common Mission Files) .

1301-08 Program Files. Documents that describe in a narrative way the objectives of the program, the requirements, characteristics, **time**, schedules including milestones, financial plans, proposals and contracts, the monitoring of the program and related papers necessary to manage the program. These are generally case files of major importance.

Disposition: Permanent. Transfer to the **WNRC** 5 years after program completion. Make available to the NARA when 30 years old.

1301-09 Project Case Files. These are generally maintained at the laboratory or comparable level, reflecting a complete history of each project from development, design, and testing, to **complet** ion. They include (when created by agency personnel or received from contractors) for research services with addendums; project cards; technical characteristics; test and trial and photographs considered to be essential to document designs, modifications, and engineering developments; technical and progress 'reports; notice of completion or cancellation, reference to the location of prototype models, films or other items too bulky for inclusion in these files; and course of action taken on a project. These files are generally retained by the Military Services who administer the laboratories such as the Naval Ordnance Laboratory.

Disposition: Permanent. Retire to the **WNRC** 5 years after program completion. Transfer to the NARA when 30 years old.

1301-10 Administration of Projects. Lists, card indexes, or other media **ref** letting in an abstract comprehensive manner individual projects administered by the OSD.

Disposition: Permanent. Transfer to the **WNRC** when 5 years old. Make available to the NARA when 30 years old.

1301-11 Laboratory notebooks on technical and scientific data 'accumulating from the conduct of research and development. These are mostly found in laboratories under the administration

of a component commander. The OSD volume is estimated at less than 5 cubic feet per year. See note under item 1301-09.

1. Notebooks containing data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file.

Disposition: Dispose of 6 months after completion or termination of the related project or projects.

2. Notebooks whose data has not been duplicated elsewhere and which would add significantly to the project file. The OSD volume is less than 1 cubic foot per year.

Disposition: **Permanent.** Transfer to the WNRC when 3 years after program completion. Make available to the **NARA** when 30 years old.

1301-12 Technical Report Files. Consisting of an official file copy of each technical report, or unpublished manuscript or a report, prepared in connection with a project, article reprints, terminal narratives, statistical and graphic compilations, summarizations, and analyses.

Disposition: Permanent. Transfer the final official report to the **WNRC** 3 years program completion. Make available to the **NARA** when 30 years old. Retain other technical file material for 3 years, then destroy.

1301-13 Drawing and Specification Files. Consisting of an official file copy of each drawing and specification showing final testing and technical characteristics of items developed. Most **of** these records are in the custody of the Component commanders.

Disposition: Permanent. Transfer to the WNRC 3 years after program completion. Make available to the **NARA** when 30 years old. Volume is small for OSD; estimated at less than 5 cubic feet per year. See note under Section 1301-09.

1301-14 Correspondence files of a general administrative or housekeeping nature (exclusive of papers containing scientific or technical data) maintained by offices other than those referred to in Item 1301.

Disposition: Destroy when 2 years old.

1301-15 Project control files consisting of copies of documents contained in project case files, preliminary sketches, drawings, specifications, and photographs determined by competent

scientific and technical **personnel**, not to be determined by sufficient value for incorporation in project case files, and correspondence concerning such administrative matters as travel, conferences, consultations, and transmittal of documents.

Disposition: Dispose of upon completion or cancellation of projects or earlier, as they serve their purpose.

1301-16 Summary progress reports submitted by laboratories or other project offices to show the initiation and degree of completion of projects, and consolidated reports prepared therefrom.

1. Copies of **reports** retained by reporting offices.

Disposition: Dispose of 1 year after completion or cancellation or related projects.

2. Feeder reports used for compilation or consolidated reports, except as indicated in 3. below.

Disposition: Dispose of upon submission of consolidated reports.

3. Consolidated reports, consisting of an official file copy of each consolidated report and any feeder reports used for preparation thereof containing technical or scientific data not fully documented in the consolidated reports.

Disposition: Permanent. Make available to the NARA when 30 years old.

1301-17 Unsolicited Proposals. **(NC1-330-81-6)**
Correspondence records from individuals proposing the use of their inventions or suggestions to improve the Defense Department. Files consist of case projects including, if warranted, feasibility studies and investigations.

1. Accepted suggestions or inventions of a significant **nature**, which could later result in litigation.

Disposition: **Permanent.** Transfer to the **WNRC** 3 years after case is closed. Offer to the NARA when 30 years old.

2. Rejected suggestions or inventions of a significant nature, which could later **result** in litigation.

Disposition: Transfer to the **WNRC** when 3 years after last action. Destroy when 30 years old.

3. Rejected suggestions or inventions of a significant nature.

Disposition: Transfer to the **WNRC** 3 years after last action. Destroy when 7 years old.

1301-18 SALT **Support** . Scientific and engineering support documents directed towards current strategic policy issues associated with discussion alternatives in SALT and, in addition, scientific and engineering **support** documents directed towards current strategic policy issues associated with a comprehensive test ban treaty and mutual balanced force reductions with the USSR .

Disposition: Permanent. Transfer to the **WNRC** when obsolete or superseded. Make available to-the **NARA** when 30 years old.

1301-19 Chronological Reading Files

Disposition: See Section 102-16.

1301-20 Congressional Correspondence.

Disposition: See Section 102-18.

1301-21 Transitory Material (**NC1-330-80-5**) . Transmittal documents that add no significant information to material transmitted; routine **requests** for information, publications, or supplies; documents correcting reports or other minor corrections to records; and courtesy or informational documents that are not needed to document specific functions or actions but are of reference value to the office.

Disposition: Destroy 3 months after monthly cutoff, or when purpose has been served, whichever is sooner.

1302 **Special** Boards and Committees

1302-01 Defense Science Board. Advises the Secretary of Defense through the **USDR&E** on scientific and technical matters of interest to the Department of Defense. Studies directed towards scientific and technical aspects or specific strategies, tactics, and policies as they may affect the U.S. national defense posture.

Disposition: Permanent. Transfer to the **WNRC** when 5 years old. Make **available** to the **NARA** when 30 years old.

1302-02 Net Technical Assessment.

1. Documents consisting of assessments of current and projected U.S. and foreign military capabilities and evaluating

the differences. Documents that develop or provide for the development of specific net assessment of current and projected U.S. and foreign major weapons systems.

Disposition: Permanent. Transfer to the WNRC 5 years after superseded by more current analysis. Make available to the NARA when 30 years old.

2. Evaluation reports on the subject of military needs and programs based on **existing** or potential threats revealed by intelligence analysis.

Disposition: **Permanent.** Transfer to the **WNRC** 5 years after superseded by more current analysis. Make available to the NARA when 30 years old.

3. Documents that examine intelligence reports and identify voids that require further analysis in the area of **foreign** military assessment.

Disposition: Permanent. Transfer to the **WNRC** 1 year after situation has been remedied. Make available to the NARA when 30 years old.

1303 Test Evaluation Files

1303-01 Strategic **Naval** and C31 Systems. Reviews of test and evaluation (T&E) plans submitted by the armed services and assessment of results. Documents that monitor T&Es conducted by the services for the Defense Acquisition Board (DAB) programs. Reports to the Deputy Secretary of Defense at critical milestones of the T&E cycle. Documents on the tests and evaluation of foreign systems for possible DoD use.

Disposition: Permanent. Transfer to the **WNRC** 3 years after program completion. Make available to the NARA when 30 years old.

1303-02 Test Facilities and Resources.

1. Documents providing policy direction and planning guidance concerning the operations and assignment of test programs of the national and major service ranges such as the weapons ranges, - White Sands Missile Range, Proving Grounds, Air Test Centers, etc.

Disposition: Permanent. Transfer to the WNRC when superseded or obsolete. Make available to the NARA when 30 years old.

2. Reviews examining the adequacy of the ranges to meet requirements and directives that ensure the avoidance of duplication. Reports examining the compliance and reviewing the adequacy.

Disposition: Destroy 5 years after supersession by a more current review or directive.

3. Record documents of the Major Range and Test Facility Committees. Memberships, charters, agendas, reports, and minutes or meetings.

Disposition: Permanent. Transfer to the **WNRC** when 5 years old. Make Available to the NARA when 30 years old.

1303-03 Tactical Air and Land Warfare. Documents which "review Tactical Systems T&E plans, monitor their progress and **assess** the results. Documents that initiate and coordinate joint T&E programs. Reports at critical milestones.

Disposition: Permanent. Transfer to the **WNRC** 3 years after program completion. Make available to the **NARA** when 30 years old.

1304 Program Control and Administration

1304-01 Program Control

1. Documents on all programming and financial activities connected with the **RDT&E** program including reprogramming requests, the release of deferred funds, and requests from the - Emergency Fund.

Disposition: Permanent. Transfer to the **WNRC** 3 years after program completion. Make available to the NARA when 30 years old.

2. Program Index of responsibility and programming system records.

Disposition: Permanent. Transfer to the **WNRC** 3 years after program completion. Make available to the NARA when 30 years old.

3. Arrangements for computer support for **USDR&E** activities. These are in the nature of agreements to use DOD facilities on a shared basis.

Disposition: Destroy 1 year after termination of agreement.

4. Documents on across-the-board technical support

programs, general purpose military construction projects, R&D manpower, and formal reviews of all programs.

Disposition: Permanent. Transfer to the WNRC 3 years after program completion. Make available to the NARA when 30 years old.

5. Management reports and technical information.

Disposition: Permanent. Transfer to the **WNRC** 3 years after program completion. Make available to the **NARA** when 30 years old.

6. **New** legislation originated within 'USDR&E.

Disposition: Permanent. Transfer to the **WNRC** 3 years after program completion. Make available to the NARA when 20 years old.

7. Focal point for GAO reports.

Disposition: Permanent. Transfer to the **WNRC** 3 years after program completion. Make available to the NARA when 20 years old.

1305 Acquisition Policy

1305-01 Planning. Documents that advise on the determination and development of required plans and policy for the effective and efficient management of the R&D requirements generating process, area coordinating papers, development concept papers, and systems engineering. Policies and staff **supervision** for operation of the Defense Systems Management College.

Disposition: Permanent. Transfer to the **WNRC** when obsolete or superseded. Make available to the NARA when 20 years old.

1305-02 Systems Acquisition. Documents developing positions for review by the DAB. Documents coordinating the work of the various offices in the **USDR&E** in the preparation of justification for a system acquisition. Briefs and defenses of systems acquisitions.

Disposition: Permanent. Transfer to the WNRC when **obsolete** or superseded. Make available to the **NARA** when 30 years old.

1305-03 Engineering Policy

1. Documents establishing engineering policy and standards, particularly in regards to performance criteria, reliability, maintainability, and **survivability**.

Disposition: Permanent. Transfer to the **WNRC** when obsolete or superseded. Make available to the **NARA** when 25 years old.

2. Documents that review **maj** or programs for compliance with sound engineering practices.

Disposition: Destroy 5 years after program completion.

1306 Research and Advanced **Technology**

1306-01 Electronics and Physical Sciences. Reviews, analyses, and evaluations of DoD- technology programs in electronics, associated solid state physics, electronic development, and computer and communications applications. Documents that monitor the related plans, policies, and procedures of the Military Departments to ensure effective implementation. Technical reviews of projects in the physical sciences. Assessments and policies concerned with DoD-sponsored research carried out by industry or educational industry or educational institutions. Reviews and evaluations of the DoD Research Program.

Disposition: Permanent. Transfer to the **WNRC** when obsolete or superseded. Make available to the **NARA** when 30 years old.

1306-02 Environmental and Life Sciences. Reviews, analyses, and evaluations of DoD programs in the area of medical and life sciences, environmental sciences, social and behavioral sciences, **chemical** warfare, and biological defense. Documents that monitor **the** plans, policies, and procedures of the Military Departments to ensure implementation. Reviews and evaluations of the DoD **in-**house laboratories.

Disposition: Permanent. Transfer to the **WNRC** when obsolete or superseded. Make available to the **NARA** when 20 years old.

1306-03 Engineering Technology. Reviews, analyses, and evaluations of technical content and responsiveness in engineering requirements. DoD technology programs in area of airframes and aerodynamics, aircraft, rocket and missile propulsion, materials and structure, guided weapons ordnance and land and sea vehicles. Documents that monitor the managerial plans, policies, and procedures of the Military Departments to ensure effective implementation of correct engineering technology.

Disposition: Permanent. Transfer to the **WNRC** when obsolete or superseded. Make available to the **NARA** when 30 years old.

1307 Strategic and Space Systems

1307-01 Defensive Systems Files. Reviews and evaluations of military **programs** and proposals for **R&D** that would provide for strategic defense against attack; aircraft and antimissile systems, air-defense ground environment systems, communications and display required for effective control, and related developments. Space-based systems, including **surveillance**, tracking, mission assessment; active defense measures and related developments. Recommendations for appropriate action and funding of all such programs. Studies and plans to meet the future needs of defense.

Disposition: **Permanent.** Transfer to the WNRC when obsolete or superseded. Make available to the NARA when **30** years old.

1307-02 Offensive and Space Systems. Reviews and evaluations of military programs and proposals for R&D for strategic attack to include military space systems used for their control. Plans and recommendations for appropriate action and funding for such programs.

Disposition: Permanent. Transfer to the WNRC when obsolete or superseded. Make available to the NARA when 30 years old.

1307-03 Advanced Systems. Reviews and evaluations of military programs and proposals for space and advanced systems such as radiation weapons, tactical warning, air-breathing vehicles, and orbit to orbit. Studies and analyses of potential future problems in maintaining effective forces. Planning and budgeting documents for assigned programs.

Disposition: Permanent. Transfer to the **WNRC** when obsolete or superseded. Make available to the NARA when 30 years old.

1307-04 Cruise Missile Systems **(NC1-330-80-5)**.

1. Reviews and evaluations of military programs and proposals for cruise missiles and associated platforms including air, sea, and ground-launched conventional and nuclear armed cruise missiles and aircraft, ships, submarines and ground systems to support their launch.

2. Studies and analyses of potential future problems in maintaining effective forces.

3. Planning and budgeting documents for assigned programs.

Disposition: Permanent. Transfer to the WNRC when obsolete

or superseded. Make available to the NARA when 30 years old.

1308 ` Tactical Warfare Programs

1308-01 Air **Warfare** Files. Plans for the allocation of development resources between air warfare, deep-strike, **counter-air**, defense suppression, and tactical reconnaissance. Documents that manage the coordination, and that propose a development budget. Reviews of development and prototype production activities conducted under the authority of the Area Coordination Papers.

Disposition: Permanent. Transfer to the WNRC when obsolete or superseded. Make available to the NARA when 30 years old.

1308-02 Land **Warfare** Files.- -Plans for the allocations of development resources between the various areas comprising land warfare: **close** combat, fire support, field army air defense, and battlefield **surveillance**. Documents managing the preparation and coordination of major development activities in land warfare. Reviews of development and prototype production conducted under authority of the Area Coordination Papers. Recommendations for a budget for specific land warfare developments.

Disposition: Permanent. Transfer to the WNRC when obsolete or superseded. Make available to the NARA when 30 years old.

1308-03 Naval Warfare (Formerly known as Ocean Control). Plans for the allocation of development resources between the various areas comprising naval warfare: fleet offensive operations, antisubmarine warfare, and ocean **surveillance**. Documents managing the preparation and coordination of major development activities in naval warfare. Reviews of development and prototype production conducted under authority of the Area Coordination Papers. Recommendations for a budget for specific naval warfare developments.

Disposition: Permanent. Transfer to the **WNRC** when obsolete or superseded. Make available to the NARA when 30 years old.

1308-04 Armament and/or Munitions Requirements and Development (**ARMAD**) Files (**NC1-330-80-5**). Documents relating to the development of harmonized requirements which fulfill more than one Service's munitions and associated subsystem needs, and the achievement of interchangeability with munitions in use or planned use by NATO Allies. Included are: recommendations for resolving joint service standardization problems; development of guidelines for standardization of requirements in munitions and associated equipment; recommendations concerning munitions development, production, or modification; identification of munitions areas where additional development would improve standardization probability, operational effectiveness, and

compatibility: and evaluation of **programs** for munitions **likely** to be in existence in the future, analysis of problem areas and opportunities to converge requirements and make appropriate recommendations for joint-use.

Disposition: Permanent. Transfer to the WNRC 5 years after cutoff of current files. Make available to the NARA when 30 **years** old.

1309 International **Programs**. Documents providing guidance and technical direction to international R&D efforts through exploration and establishment of cooperative research, development, and production programs with U.S. Allies for weapons systems to increase commonality, improve **ef** f activeness, reduce duplications and **redundancy**, and realize cost savings.

Disposition: Permanent. Transfer to the **WNRC** when obsolete or superseded. Make available to the NARA when 30 years old.

1309-01 Case record documenting the DoD position on export licenses proposed by the Department of Commerce for foreign trade, or by the Department of State, if a foreign government is involved. They involve the sale or trade of U.S. technology and/or products of a technical nature that may be **Defense-** related. The record copies of these licenses are retained by Commerce or State, as appropriate.

Disposition: Convert to microform and destroy the hard copy when ascertained that reproduced copies are adequate substitutes for the paper records, and filmed in accordance with standards **in**. [41 CFR 101-11.506 (reference (f))]. Transfer the microfilm to the WNRC when 5 years old. Destroy when 10 years old.

1309-02 Foreign Scientist Case File. Case files on foreign scientists accumulated in connection with DoD programs under which foreign scientific **personnel** were encouraged to emigrate to the U.S. Files include completed applications, correspondence with potential employers, records accumulated in connection with security clearance investigations, travel orders, household goods shipment records, and other materials.

Disposition: Offer all records to the NARA for a determination of historical value when 15 years old.

1. Records of historical value.

Disposition: Permanent. Transfer to the NARA.

2. All other records.

Disposition: Temporary. Destroy when 15 years old.

1400 Program Analysis and Evaluation (NC1-330-77-3, except where indicated) . Program Analysis and Evaluation (PA&E) participates in the development of policies, plans, and guidance upon which DoD programs are based through: performing analyses and evaluations of plans, programs, and budgets in relation to U. S. defense objectives, projected threats, allied contributions, estimated costs and resource constraints; developing and evaluating alternative program proposals to rectify deficiencies; initiating actions to ensure the Department's programs adhere to the Secretary's policies and promote achievement of national security objectives; reviewing, analyzing, and evaluating programs for executing approved policies; ensuring that the costs of **DoD programs** are presented accurately and completely. Also assesses the effects of DoD spending on the U. S. economy, and evaluates alternative policies to ensure that the DoD program can be implemented efficiently. Provides leadership in developing and promoting improved analytic tools and methods for analyzing national security planning-and the allocation of resources. Unless otherwise indicated, all files described in this section will be transferred to NARA after 30 years.

1401 Reserved.

1402 Strategic and Space Programs Files., This office analyzes and evaluates the cost and operational effectiveness of alternative programs for strategic strike (i.e., strategic nuclear and conventional offensive forces) ; strategic defense; theater ballistic missile defense, space systems (including satellites, launch vehicles, and ground support) ; strategic command, control, communications and intelligence (**C3I**) systems; defense-wide **C3** systems; chemical and biological defense; chemical stockpile destruction, science and technology; arms control compliance and verification; and nuclear nonproliferation. Consequently, it reviews and develops alternatives to Service, Defense Agency, and OSD proposals in these areas.

1402-01 Strategic strike and Arms Control Programs. These files contain analyses and evaluations of U.S. strategic force posture requirements, including inter-continental ballistic missiles (**ICBMs**), submarine-launched ballistic missiles (**SLBMs**) , cruise missiles, short-range nuclear attack missiles, and strategic bombers. The files also contain analyses of the implications of the Strategic Arms Reduction treaties (START) and other agreements and proposals related to present and future U. S. and Soviet strategic capabilities, and analyses of the strategic balance.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1402-02 Strategic Defensive and Space Programs. These files contain analyses and evaluations of U. S. strategic defensive force postures and requirements, including strategic and theater ballistic missile defense, space defense, strategic air defense, **chemical** and biological defense, civil defense, space-based attack warning and surveillance, defense-wide C3, and strategic command, control, communications, and intelligence. The files also contain analyses and evaluations of space support programs. Finally, they contain analyses of U. S. plans for chemical weapons demilitarization.

Disposition: Permanent. **Cut** off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.
supersession.

1403 Resource **Analysis** Files. These files document the execution of PA&E's responsibilities for the Defense Resources Board (**DRB**) Program Review and other similar reviews. They contain cost analyses in support of the Planning, Programming, and Budgeting System (**PPBS**) and the Defense Acquisition Board (**DAB**) as well as studies and analyses of defense resource and economic issues.

1403-01 Force and Infrastructure Cost Analysis. These files **document** studies of operating and support (**O&S**) costs for major weapons systems and the methodologies for estimating force structure costs. The files also contain analytical cost estimates for the issues related to force structure alternatives, reviews of O&S cost estimates for all weapon systems and full life cycle costs for strategic missile systems and combat vehicles submitted for milestone and program reviews by program offices and **Service** independent cost agencies. Documents the collection and reporting of actual O&S costs by weapon system through the "Visibility and Management of Operating and Support **Costs**" (**VAMOSC**) program. Also documents analytical and administrative support for the programming phase of the PPBS, including preparation and publication of the POM Preparation Instructions, the preparation, review and consolidation of issues for presentation to the **DPRB**, and the preparation and publication of the Program Decision Memorandum.

Disposition: Permanent. Cut off and transfer to **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1403-02 Operations Analysis and Procurement Planning.

Documents the OSD CAIG review independent cost estimates for major defense acquisition programs **submitted** for milestone and in-progress review in support of the DAB. Contains cost analyses in support of the **DRB**, recommendations to the USD (A&T) for the certification of cost estimates to the Congress required by the **Nunn-McCurdy** law, and documents analytical cost support to other PA&E offices and to the OSD staff on such matters as **re-pricing** different acquisition strategies. **Also** contains reviews of Military Departments' data plans for contractor cost data reports and research to improve methods of cost analysis, and documentation supporting role of directing research by contractors in the field.

Disposition: Permanent. Cut off and "transfer to **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1403-03 Economic Analysis and Resource Planning. These files document PA&E's role in the sponsorship and conduct of economic and financial analyses of major defense programs that include the fiscal guidance and procedures for the **DPRB** Program Review, price indexes and outlay rates for defense purchases, and published results of the Defense Economic Impact **Modelling** System. Also economic analyses of manpower, environmental, medical, **acquis** it ion, and other defense programmatic issues as well as analyses of the industrial base, major systems acquisition strategies, independent research and development/bid and proposal, science, engineering, and technology programs. Documents research into the economics of defense acquisition, - sources and composition of cost variances, the effects of defense purchases on national economy, and other defense economic issues.

Disposition: Permanent. Cut off and transfer to **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-03.

1403-04 Weapons **System** Cost Analysis. These files contain technical studies of the life cycle costs of major weapons systems; independent analyses of life cycle costs of major weapon systems in support of the Defense Acquisition Board (DAB) and DAB committee program and milestone reviews, including reviews and evaluations of the costs and costing methodology used in major weapons systems cost and operational effectiveness analyses (**COEAs**). Also-included are assessments of the reasonableness of the program acquisition unit costs and current procurement unit costs in support of Secretary of Defense certifications to Congress as well as all costs shown in acquisition program baselines (APB) and defense acquisition economic summary (**DAES**) reports. Also documentation supporting PA&E's role as central

manager of the contractor cost data report (CCDR) Program.

Disposition: Permanent. Cut off and transfer to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1404 Theater Assessments and Planning Files. These files contain analyses of U. S. interests worldwide, threats to those interests, and the capabilities (including deployment capability) of the U.S. and potential allies to meet those threats. Evaluations of alternative U. S. and allied military postures; projections of the cost and manpower requirements of the approved and alternative defense programs beyond the program years; evaluations of the cost and effectiveness of major automated information systems (AIS) that support Department operations. **Records** also include extensive data bases and analytical methods/models used in analyses and records of PA&E's AIS and contract research programs.

1404-01 Europe and Pacific Forces. These files contain studies and analyses of force capabilities, requirements , and defense programs and security assistance programs affecting NATO, Asia, Pacific basin, Caribbean, Central and South America, and Africa. These are maintained on a country, regional or **theater-**level basis. Also documents PA&E's function as the focal point for special operations, anti-drug, mobilization and crisis management planning and programming.

Disposition: Permanent. Cut off and transfer to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1404-02 Projection Forces. These files contain documents supporting the reviews and analyses of policies and programs that support the U. S. ability to project combat forces overseas, including the capability to move forces and equipment between and within theaters by air, sea, and land transportation or by prepositioning; programs involving forces earmarked for rapid movement; programs designed to facilitate the command and control of mobility forces and their cargoes; programs designed to facilitate our regional policies and strategy in Southwest Asia: wartime medical programs; emergency use of civil transportation resources; indirect support airlift forces; and mobility **support** forces.

Disposition: Permanent. Cut off and transfer to WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1404-03 Planning and Analytical Support.

1. Files documenting PA&E's role in directing analyses of

the long-range military capability and resource implications of current and alternative DoD programs.

2. Implementing a PA&E-wide information architecture comprised of data bases, models, computer-based methodologies for conducting program analysis and evaluation, and computer systems, networks and **services**, and submissions of budgets and budget justifications supporting that information architecture.

3. Plans, programs, and contracts for development, maintenance, and employment of data bases and analytical tools for use by analysts throughout PA&E and the DoD.

4. "Coordination-of **PA&E involvement** in and review of Corporate Information Management programs and initiatives.

5. Cost/benefit analyses of automated information systems and support of PA&E participation in the deliberations of the Major Automated Information Systems Review Council (**MAISRC**).

6. Documentation of oversight function for the planning and use of contract advisory assistance services, policies and procedures affecting the PA&E contract study program, and monitoring of progress of contract efforts.

Disposition: Permanent. Cut off and retire to **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1405 General Purpose Programs Files. These files contain documents pertaining to **PA&E's** role in directing the analysis and evaluation of the force levels and mixes of U. S. general purpose air, land, and naval forces, including their affordability, effectiveness, capabilities, and readiness. Also contain summaries of alternative forces and acquisition programs for review by the Secretary and Deputy Secretary of Defense in making critical decisions on the allocation of Defense resources.

1405-01 Land Forces. These files document reviews and analyses of DoD Army and Marine Corps Active and Reserve land forces, combat and support, weapons systems requirements, and alternative mixes and levels of land force structures as well as the development and procurement programs to determine the most cost effective alternatives for planning, programming, and budgeting purposes.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1405-02 Naval Forces. These files document reviews and analyses of naval forces including Anti-Submarine Warfare, **anti-air warfare**, amphibious, fire support, cruise missiles, **naval ASW** and **AAW** weapons, mine **countermeasures**, **combat logistics/replenishment**, surf ace combatants, attack submarines, undersea surveillance, fleet escort and shipbuilding programs.

Disposition: Permanent. Cut off and retire to WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1405-03 Tactical Air. These files document reviews and analyses of tactical air forces (active and Reserve) , including land-, and sea-based aircraft for air-ground support operations, air-to-air combat, interdiction, reconnaissance, and other **support** missions. Reviews and analyses of theater and fleet air defense forces.

Disposition: Permanent. Cut off and retire to **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1405-04 Force Structure Analysis. These files contain analyses and evaluations of the overall planning basis for the general purpose force structure, including mission definition, scenario assumptions, and intelligence support. Documents development of conceptual approaches for cross-service, **cross-mission** analysis and relation of mission-level analysis to systems acquisition issues. Also includes **governmental** and non-governmental analyses of general purpose program force structure and force effectiveness issues; special studies ranging from specific analyses such as **"land forces for Latin American contingencies"** to general assessments such as a study of overall general purpose force forward presence needs.

Disposition: Permanent. Cut off and retire to **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1500 Atomic **Energy** Files (NC1-33 O-76-3, except where otherwise noted) . These files pertain to the functions of OSD Atomic Energy matters. Unless otherwise indicated, Atomic Energy files identified as permanent will be offered to the **NARA** when 30 years old .

1501 **Reserved** (see 103, Common Mission Files) .

1502 Assistant to the **Secretary** of Defense (Atomic **Energy**) Files

1502-01 Immediate Office Files. DoD atomic energy policy on such matters as military information disclosure, movement of atomic devices, disclosures to foreign governments, accidents, and safety. Advice ~~to~~ the **Secretary** of Defense, studies, analyses, evaluations, and appraisal of the DoD Nuclear Weapons Development Guidance annual report. Exchange of atomic energy information and advice to the Senate and House Armed Services Committees.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

1502-02 Military Liaison Committee. Committee charter, membership, and minutes of meetings. Correspondence with the Department of Energy (DoE) and the Department of Defense on atomic energy matters concerning the military. Studies, evaluations, advice to the Department of Defense related to military applications of atomic weapons or energy.

Disposition: Permanent. Cut off when no longer needed for current operations. Retire to the WNRC 5 years after cut off or when the committee is abolished, as prescribed for the office of record for committee documents maintained in accordance with series 103-06.1.

1503 Office of the Assistant to the **Secretary** of Defense (Atomic Energy) (Chemical Matters) (NC1-330-87-2)

1503-01 Reserved.

1503-02 Chemical Warfare Files. Policies and guidance governing DoD planning and program development on all chemical matters, suggestions, for change, preparation, and interpretations.

Disposition: Permanent. Cut off annually. Retire to the WNRC after 5 years.

1503-03 Reserved.

1503-04 Studies, Tests, Projects Files. Copies of documents relating to the design, development, and testing of systems and concepts, technical reports, research papers, project documents, technical and scientific data, manuscripts and analyses.

Disposition: Permanent. Cut off annually. Retire to the **WNRC** after 5 years. Transfer to the National Archives, in 5-year blocks when 30 years old.

1503-05 Reserved.

1503-06 Legislative Affairs Files. Documents on the legislative programs in the area of chemical matters; letters to and **from congressional** committees-or individual members, monitoring of individual programs, coordinating congressional requirements.

Disposition: Permanent. Cut off annually. Retire to the **WNRC** after 5 years. Transfer to the National Archives in 5-year blocks when 25-30 years old.

1503-07 National Affairs Files. Documents on the exchange of information and advice on chemical matters with other United States Government (**USG**) Agencies or activities, related correspondence, and copies of agreements.

Disposition: Permanent. Cut off annually. Retire to the **WNRC** after 5 years.

1503-08 International Affairs Files. Documents on the exchange of information and advice on chemical matters with foreign allies, related correspondence, and copies of agreements.

Disposition: Permanent. Cut off annually. Retire to the **WNRC** after 5 years.

1600 Machine Readable and Word Processing Records (GRS 20) .

General. This section applies to electronic records routinely stored on magnetic **or other** mass-storage media created by OSD components and maintained in central data processing installations, including facilities operated by contractors. **Also** included are microcomputer files stored on hard disks, floppy disks, or other storage media used on microcomputers in individual OSD action offices. This series also covers electronic records creation and administration activities by computer operators, programmers, analysts, systems administrators, and microcomputer users. See also enclosure 12, "Electronic Records," to **this** Instruction.

1601-01 Master Files.

a. Electronic files or records created solely to test system performance, such as test records, as well as related documentation for the electronic files/records.

Disposition: Destroy or delete when no longer needed.

b. Electronic-files or records used to create or update a **master** file, **including** but not limited to, work files, valid **transaction files**, and intermediate input and/or output-records.

Disposition: **Delete** after information has been transferred to the master file and verified.

c. Electronic **files** created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.

Disposition: Delete when no longer needed.

1601-02 Input and/or Source Records.

a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as for signatures) and not previously scheduled for permanent retention in a **NARA-approved** agency records schedule.

Disposition: Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.

b. Electronic records, except as noted in **1601-02c**, entered into the system during an update process, and not required for audit and legal purposes.

Disposition: Delete when data have been entered into the master file or data base and -verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or data base, whichever is later.

c. Electronic records received from another agency and used **as** input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency=.

Disposition: Delete when data have been entered into the master file or data base verified, or when no longer needed to support reconstruction of, or **serve** as back up to, the master file or data base, whichever is later.

d. Computer files or records containing uncalibrated and invalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for **a** digital master file or data base.

Disposition: Delete after the necessary data have been incorporated into a master file.

1601-03 Master Files Relating to Administrative Functions. (Includes master files that are components of data base management systems.) Master **files** that:

a. Replace, in whole or in part, administrative records scheduled for disposal elsewhere in this Instruction.

b. Consist only of the same information as is contained in all or portions of the disposable records it replaces or duplicates excluding those included in disposition schedules outlined elsewhere in this Instruction.

Disposition: Delete after the expiration of the retention period authorized for the disposable hard-copy. **file** or when no longer needed, whichever is later.

1601-04 Summarized Information Data Files. These are records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base. They are disposable under a General Records Schedule item or a schedule included elsewhere in this Instruction approved by the NARA after January 1, 1988.

This excludes data files that are created as disclosure-free files to allow public access to the data, or created from a master **file** or data base that is: unscheduled; scheduled as permanent but no longer exists; or can no longer be accessed. These files may not be destroyed before securing the **NARA** approval.

Disposition: Delete when no longer needed.

1601-05 Records Consisting of Extracted Information. Electronic files consisting solely of records extracted from a single master file or data base that are disposable under another schedule **in** this Instruction **excluding extracts** that are: produced as disclosure-free files to **allow** public access to the data; produced from a master file or data base **that** is unscheduled, or that was scheduled as permanent but no longer exists; can no longer be accessed; or produced by an extraction process which changes the informational content of the source master file or data base. These files may not be destroyed before securing NARA approval. For print and technical reformat files see 1601-06 and -07 respectively.

Disposition: Delete when no longer needed for current business.

1601-06 Print File. Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and reports.

Disposition: Delete when no longer needed.

1601-07 Technical Reformat File. Electronic file consisting of data copied from a master file or data base for the specific purpose of information interchange and written with varying technical specifications, excluding files created for transfer to the National Archives.

Disposition: Delete when no longer needed.

1601-08 Security Backup Files. Electronic files consisting of data identical in physical format to a master file or data base and retained in case the master file or data base **is** damaged or **inadvertently** erased.

a. File identical to records scheduled for transfer to the **NARA**.

Disposition: Delete when the identical records have been

transferred to the **NARA** and successfully copied, or when replaced by a subsequent security backup file.

b. File identical to records authorized for disposal in a **NARA-approved** records schedule.

Disposition: Delete when the identical records have been deleted, or when replaced by a subsequent security backup file.

2603-09 Finding **Aids or** Indexes. Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction elsewhere in this Instruction excluding records containing abstracts or other information that can be used as an information source apart from the related records.

Disposition: Delete when related master file or data base has been deleted.

2601-10 Documentation. Data system specifications, file specifications, **codebooks**, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a **master file** or data base that has been authorized for disposal elsewhere in this Instruction, excluding documentation on any unscheduled master **file** or data base or relating to any master file or data base scheduled for transfer to the **NARA**.

Disposition: Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or data base.

1602 Word Processing Files. These **files** do not include **activity**-schedules, suspense files, transitory files, tracking and control record **files**, and finding aids or indexes. Disposition instructions for these or like administrative files may be found in the **100** series chapter of this Instruction.

1602-01 Office **Word** Processing Files. Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or **floppy** diskettes:

a. When used to produce hard copy that is maintained in organized files.

Disposition: Delete when no longer needed to create a hard copy .

b. When maintained **only** in electronic form, and duplicate the information in and take the place of records that **would** otherwise be maintained in hard copy providing that the hard copy has been authorized for destruction by an approved

disposition schedule.

Disposition: Delete after the expiration of the retention period authorized for the hard copy.

1602-02 Administrative Data Bases. Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by an approved records disposition schedule, if the hard copy records are maintained **in** organized files.

Disposition: Delete information in the data base when no longer needed.

1602-03 Electronic Spreadsheets. Spreadsheets that are recorded on electronic media such as hard disks **or** floppy diskettes:

a. When used to produce hard copy that is maintained in organized files.

Disposition: Delete when no longer needed to update or produce hard copy.

b. When maintained only in electronic form.

Disposition: Delete after the expiration of the retention period authorized for the hard copy. If the electronic version replaces hard copy records with differing retention periods, and **agency** software does not readily permit selective deletion, delete after the longest retention period has expired.

1602-04 Electronic Calendars. These calendars contain schedules of daily activities such as appointment books, logs, schedules, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities excluding materials determined to be personal.

a. Records containing substantive information that has not **been** incorporated into official files EXCLUDING records on the official activities of heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of office, bureaus, or equivalent; principal regional officials; staff assistants to those officials; and career Federal employees, political appointees, and offices of the Armed Forces **serving** in equivalent or comparable positions, which are scheduled by the submission of an SF 115 to the **NARA**.

Disposition: Delete when 2 years old.

b. Records documenting routine activities containing no substantive information or documents that do contain substantive information that have been incorporated into the official office files.

Disposition: Delete when no longer needed.

1700 United States Court of Military Appeals (NC1-330-79-11)

General. Court-martial records of trials originating in the Military Departments reviewed in the U.S. Court of Military Appeals, consisting of the **pre-trial**, trial, and post-trial procedures, actions by the convening authorities, and decisions of the Court of Military Review. Original record of trial is **returned** to the originating **Service** after final action.

1701 Appellate and Original Documents and Pleadings consisting of certificates for review, petitions for review, petitions for extraordinary relief, orders, briefs, miscellaneous motions, and the final actions.

1701-01 Appeals **Withdrawn** or-resulting in denial or dismissal.

Disposition: Retire to the **WNRC** when 5 years old .
Destroy when 50 years old.

1701-02 Certificates and Appeals Granted.

Disposition: Retire to the **WNRC** when 5 years old .
Destroy when 50 years old.

1701-03 Petitions for Extraordinary Relief.

Disposition: Retire to the **WNRC** when 5 years old.
Destroy when 75 years old.

1702 Judges' Sheets consisting of central staff memoranda of law, vote sheets, and similar internal working documents.

Disposition: Retire to the **WNRC** when 5 years old.
Destroy when 50 years old.

1800 Personnel and Readiness. (NC1-330-77-10, except where otherwise noted, e.g. , citations pertaining to Common Mission "Files (103-series], -which were approved under NC1-330-92-1, or to items listed in a General **Records** Schedule (GRS). NB: These files were previously listed under the 600 series.)

Functional files of the OSD on personnel and readiness with specific responsibilities for developing DoD personnel policies and legislative proposals. This does not include the custody or control of personnel records of individuals assigned to the OSD. Files described herein may be further subdivided depending upon volume by use of decimal suffix. For example: 1801-08.1 thru **1801-08.15**. Unless **otherwise** indicated, **records** returned to the Washington National Records **Center** (WNRC) will be offered to the NARA when 30 years old.

1801-01 - 1801-100 Reserved (see 103, Common Mission Files).

1801-11 Assistant Secretary of Defense (**ASD**) **Weekly** Activity Reports: Internal communications between the Deputy Assistant Secretaries of Defense (**DASDs**) and/or Division Directors and ASD and/or Principal Deputy Assistant Secretary of Defense (**PDASD**).

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for papers filed in accordance with series 103-08.3.
needed for reference, whichever is sooner.

1802 Civilian Personnel **Policy** and/or **Equal** Opportunity.

1802-01 Personnel Management Files. These files consist of:

1. Copies of OPM regulations and Executive Orders governing administration of civilian employees.
2. Civilian personnel management policy documents prescribing broad policy for DoD civilian personnel.
3. Policy documents on overseas civilian employment, length of tour, placement, employment of aliens, reviews of program administration and consolidation for changes to meet local **conditions**.

Disposition: a. Cut off **policy** documents and retire to the **WNRC** when superseded or obsolete, as prescribed for papers **filed** in accordance with series 103-01. b. Destroy regulations and Eos when superseded, obsolete, or no longer needed for reference purposes, as prescribed for papers filed in accordance with

series 102-01. c. Correspondence and other papers of a routine nature, destroy when superseded, obsolete, or no longer needed for reference, as prescribed for materials maintain in accordance with series 103-08.3.

1802-02 Labor **Management** Relations Files.

1. General statements of policy or guidance.

Disposition: Permanent. Cut off and retire to the **WNRC** upon supersession or obsolescence, as prescribed for documents maintained in accordance with series 103-01.

2. Documents relating to the review of collective bargaining agreements between labor organizations and DoD Components which **are reviewed at the DoD level.** Labor arbitration general and case files.

Disposition: a. Collective bargaining agreements--office negotiating agreements, destroy 5 years after expiration of agreement; other offices, destroy when superseded or obsolete. b. Labor arbitration general and case files, destroy 5 years after final resolution of the case (**GRS** 1, Item 28) (reference (P)).

3. Documents on-the granting of national consultation rights to labor organizations.

Disposition: Permanent. Retire to **WNRC** 5 years after termination. (NC1-330-77-10)

1802-03 Compensation **and** Position Management. Documents - that allot spaces for top-level scientific, professional and executive personnel and standards which assure effective use of such spaces. Documents approving salaries, wages, fringe benefits, and such pay policies as appropriate for DoD employees. Includes directives and statistics.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for records maintained in accordance with series 103-01.

1802-04 Staffing Policies and Programs. Directives promulgating **policy** on merit promotion, re-employment rights, and overseas return placement. Documents that provide guidance on accessions placement, transfer, or separation as a result of base closures, consolidations, and/or reductions. Administrative papers of the DoD programs for stability of civilian employment and associated automated placement programs; broad policy and educational institutions.

Disposition: Permanent. Cut off and transfer to the **WNRC**

when superseded or obsolete, as prescribed for materials maintained in accordance with series 103-01.

1802-05 Employee **Training and** Career Development. Documents establishing policies and standards governing the administration of civilian employee training programs and career development.

Disposition: Permanent. Cut off and transfer to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1802-06 Technical **Staff-DoD** Wage Fixing Authority. Documents **that approve salaries, wages,** premium pay, allowances and differentials, and such other pay policies as appropriate for DoD employees paid from appropriated funds.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1802-07 **Technical Staff-DoD Nonappropriated** Funds. Documents which approve salaries, wages, premium pay, allowances and differentials, and such other pay policies as appropriate for Department of Defense employees paid from nonappropriated funds.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1802-08 **Equal** Opportunity -- Civilian. Policy on equal opportunity and affirmative action programs. Annual reports from the Services on attainment of affirmative action goals. Policy on compliance requirements, and sanctions if necessary to promote employment and minority business enterprise program. Employment of minorities and women; policies and directives. Liaison with other government agencies and with the Labor Department on training programs.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1802-09 Equal Opportunity -- Military. This file consists of policy on equal opportunity in the military service, compliance monitoring of **Services'** programs, and reports on the subject. Also policy on off-base housing nondiscrimination, semiannual reports from the Services on number of facilities surveyed, numbers of complaints, etc., and policy on

nondiscrimination of federally assisted programs such as with educational institutes -- Defense Equal Opportunity Management Institute, establishing and managing the program; charter, correspondence, membership, minutes of the Defense Human Relations Education Board, and statistics on program progress representing percentages of minorities and **women by** rank or grade and analysis of the data to measure program progress.

Disposition: a. Policy matters are permanent. Cut off and retire to the **WNRC** when obsolete or superseded, as prescribed for papers maintained in accordance with series 103-01. b. Committee-type files are permanent. Cut off when no longer needed for current operations and retire to the **WNRC** 5 years after cutoff, or when the committee is abolished, as prescribed for records maintained in accordance with series 103-06.

1803 Military Manpower and Personnel Policy

1803-01 Compensation Administration. Policy determinations regarding **all** basic compensation issues, taxes and retirement, and survivor benefits.

1. Basic compensation policy issues. **Policy** determinations with respect to basic pay benefits, special and incentive pays, travel and transportation allowances, permanent change of station (PCS) travel, tour lengths and unit rotation. Compensation studies, programs, Joint Federal Travel Regulations (**JFTR**) (reference (old)), trip reports, minutes of compensation-related committees.

Disposition: a. Policy papers are permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed **for** papers maintained in accordance with series 103-01. b. Committee-type records are permanent. Cut off when no longer needed for current operations and retire to the **WNRC** 5 years after cutoff, or when the committee is abolished, as prescribed for records maintained in accordance with series 103-06.

2. Armed Forces Tax Council and Military Taxation Program (was **607-03**). Procedures, actions recommended, minutes, and other administrative matters concerning the Armed Forces Tax council (DoDD 5124.3) (reference (**ee**)). Policy determinations regarding problems associated with military taxation (Federal, state, local, and foreign) . Also, policy directives, studies and recommended alterations to current programs, and initiations of and responses to proposed legislation.

Disposition: a. Policy matters are permanent. Retire to the **WNRC** when superseded or obsolete, as prescribed for papers maintained in accordance with series 103-01. b. Committee-type records are permanent. Cut off when no longer needed for current operations and retire to the **WNRC** 5 years after cutoff, or when

the committee is abolished, as prescribed for records maintained in accordance with series 103-06.

.3. Retirement and Survivor Benefits. Policy reviews **provided** for standardization and uniformity in **implementing** laws pertaining to retirement and survivor entitlement (including former spouse matters) and interactions with **social** security and payments from the Department of Veterans Affairs. Also, policy directives, studies and recommended alterations to current programs, and initiations of proposed legislation.

Disposition: a. Policy matters are permanent. Cut off and **retire to** the **WNRC** when superseded or obsolete, as prescribed for papers maintained **in accordance with** series 103-01. b. Instructional-type materials are permanent. Cut off annually or on supersession or obsolescence, as reference needs require, and retire to the **WNRC**, as prescribed for materials maintained in accordance with series 103-02. (See Section 213 for disposition of master copies of DoD publications for which Personnel & Readiness is the **OPR**.)

1803-02 Defense Advisory Committee on Women in the **Services (DACOWITS)**.

Charter, correspondence, minutes, recommendations of the **DACOWITS**, which advises and assists the Secretary of Defense on **policies** that pertain to women in the military. This is a large committee, consisting of approximately 35 appointed civilian men and women. The members meet periodically throughout the year; formal conferences are convened each Spring and **Fall** and committee recommendations and requests are forwarded to the Secretary of Defense at that time.

Disposition: Permanent. Cut off when no longer needed for current operations and retire to the **WNRC** 5 years after cutoff, as prescribed for papers maintained in accordance with series 103-06.

1803-03 Officer and Enlisted Management Systems.

1. Policy matters on military personnel management systems including grade and rank distribution.

2. Analyses of monthly reports, proposed legislation on distribution, service justifications for distribution of thumb rules. Establishment of grade ratio in certain occupational areas. Procedures in processing all temporary promotion lists.

3. Validation of Flag and general officer positions

(officers 07 and above).

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or **obsolete**, as prescribed for papers maintained in accordance with series 103-01.

4. Detail action files. - Case files relating to detail actions on individual military members and civilian employees.

Disposition: Destroy when 5 years old, as prescribed for personnel-type documents maintained in accordance with **series** 202-01.2.

1803-04 Personal Commercial Affairs. Policy on life and motor **vehicle** insurance. . Studies which lead to policy directives", consideration of possible legislative changes, etc. Policies on operation of credit unions such as the Pentagon Federal Credit Union. Documents on consumer protection activities and assistance to the Military **Services**.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for records maintained in accordance with series 103-01.

1803-05 Personnel- Activities and Facilities. Policies which determine the establishment, continuation and operation of commissary stores; where authorized, surcharges, etc. Policy and coordination with the House Armed **Services** Committee governing the operation and directives of military exchanges. Policies on the operation of open messes (clubs) and special service activities such as athletic facilities.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1803-06 Personnel Administration. This file consists of policy documents on awards and decorations such as the Joint Service Commendation Medal, Vietnam **Service** Medal, and others of a joint-service nature; processing of Medal of Honor Awards; policy on foreign awards, trophies and similar devices **of** recognition. Also contains morale and recreation documents, coordination with the USO, and policy on utilization of military personnel in such activities; policy on duty tour length of military and dependents, CONUS and for each area overseas or specific **agencies** or activities such as attached duty; policy on a uniform standard leave and/or liberty pass; advance, excess convalescent, retirement leaves and for special leaves such as after hazardous duty, long holidays, etc. Also includes policy prescribing a uniform report of casualties and assistance to next-of-kin programs; policy and administrative matters

concerning the Fleet and Army post offices; documents which coordinate POW and/or MIA activities; and liaison with interested citizen groups, reports to Congress, and similar data.

Disposition: a. Cut off and retire policy papers to the **WNRC** when obsolete or superseded, as prescribed for papers maintained in accordance with series 103-01. b. Documents relating to the processing of MOH are permanent. Cut off and retire to the **WNRC** when 5 years old. c. Correspondence with citizen groups such as the USO, cut off after 3 years, retire to the **WNRC**; destroy when 30 years old. d. Documents on POW and/or MIA activities and reports to Congress on this subject are permanent. Retire to the **WNRC** when 10 years old. e. Reference papers **may** be **destroyed** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-08.3.

1803-07 Armed Forces Chaplain's Board Files.
Contains **policy** documents, charter, general correspondence, directives, advisory group "membership and meeting minutes, board minutes, coordination with civilian churches on chaplain matters, and other such matters of mutual interest.

Disposition: Permanent. Cut off when no longer needed for current operations. Retire to the **WNRC** 5 years after cutoff or when the committee is abolished, as prescribed for documents maintained in accordance with series 103-06.

1804 Manpower, Research. and Utilization

1804-01 Procurement Policy. Policies on **servicewide** and retention programs; policies establishing Armed Forces Examining and Entrance Stations (AFEES), Military Entrance Processing Stations (**MEPS**); reports on rejections after reporting; procedures on placement of Selective Service calls, induction quotas and other information. Also includes policy regarding mobilization of the Standby **Reserve**; regulations on deferments and reference material on the Selective Semite System (SSS) .

Disposition: a. Cut off and retire policy documents to the **WNRC** when superseded or obsolete, as prescribed for papers maintained in accordance with series 103-01. b. Consolidation of rejection reports are permanent. Retire to the **WNRC** when no longer required; individual rejection reports, destroy when **1** year old. c. Destroy SSS reference information when no longer needed, as prescribed for documents maintained in accordance with series 103-08.3.

1805 Automated Data Processing Files (Personnel & Readiness)

1805-02 Annual Inventory of Commercial or Industrial activities. This **is** a magnetic tape file of the cost of such services performed in DoD and the **amount** contracted for from **non-**DoD activities.

Disposition: Scratch tapes and destroy hardcopy output when no longer needed for reference.

1805-02 Reserve Components Master History File. A magnetic tape file recording the strength of U. S. National Guard and **Reserve** Components, as well as individual statistics such as education level.

Disposition: a. Hardcopy monthly output, "Official Guard and Reserve "Manpower Strength and Statistics," is **permanent**. Retire one copy of each report to the **WNRC** when no longer needed for reference purposes. b. Microfiche of monthly computer output, destroy when no longer required for reference. c. Mag tapes, scratch when no longer required for statistical studies and after the next regular update.

1805-03 Retirees Personnel Master File and Survivor Beneficiaries Master File. This is a data bank of all retired personnel input on ADP tape from each Military Service finance **center**. The master file is recreated annually, the name and social security numbers stripped and the data used for actuary studies in the OSD.

Disposition: Retrain master tape for 4 years, then scratch - for reuse.

1806 Requirements and Resources (R&R)

1806-01 Legal and Selected Policies Files. This file consists of legislative proposals on military personnel matters with supporting documentation, policy matters on discipline, separations, absenteeism, desertions, conscientious objectors, and other special problems such as POWs; annual reports from the Services on status of problems such as number of deserters, courts-martial and the like.

Disposition: a. Policy matters and **annual** reports are permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01. b. Reference materials destroy when superseded or obsolete, or no longer needed for reference, as prescribed for documents maintained in accordance with series 103-03.3.

2806-02 Personnel & Readiness Congressional Issues. This file contains documents related to Personnel and Readiness interaction with the Congress to include Congressional reports, Congressional interest items, -appeals to Congressional **committee** actions, testimony, statements, inserts for the record.

Disposition: Destroy when superseded, obsolete or no longer needed for reference, as prescribed for papers maintained in accordance with series 103-08.3.

1806-03 **PPBS** Issues. Documents related to Personnel & Readiness participation in the Defense Guidance, **POM**, and budget review. Analyses on **PBS** issues. _.

Disposition: Destroy **after 5** years or on discontinuance, whichever is first, as prescribed for documents maintained in accordance with file series 103-03.

1806-04 Intergovernmental Affairs. Documents related to DoD support to other Federal, State and local government entities in the areas of law enforcement, immigration, youth employment, and training.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for papers maintained in accordance with series 103-08.3.

1806-05 Defense Manpower Requirements.

1. Documents on the determination of military and civilian and Reserve requirements and force-mix issues.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for documents maintained in accordance with series 103-08.3.

2. Manpower research documents on the establishment and policy directives for Defense Manpower Data Center (**DMDC**) Manpower Data Analysis Centers. The collection and analysis of data, advice and assistance on manpower of an interservice or interagency nature. Reports by services on improvements affected on manpower management such as positions abolished. Training research and development programs designed to enhance utilization. .

Disposition: a. Policy matters are permanent. cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01. b. Documents on advice and assistance, cut off and retire to the

WNRC when 5 years old; destroy when 25 years old.

3. Inspector General, GAO, and Audit Agency Survey on Manpower-Issues; documents related to audits of the use of Defense manpower.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for documents maintained **in** accordance **with** series 103-08.3.

1806-06 Total Force Requirements.

1. Wartime Manpower Mobilization Planning System (WARMAPS), Installation Mobilization Planners Handbook, Non-Combatant Evacuation Operations (**NEO**), Continuity of Operations Planning (COOP)., Master **Mobilization** Plan (**MMP**) and Civilian Mobilization **Planning**.

2. Mobilization Exercise Files.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for reference-type papers maintained in accordance with series 103-08.3.

3. Memorandum of Agreement (**MOA**) with Germany for Exchange of Mobilization Planners.

Disposition: Destroy 6 years after supersession, cancellation, or termination, as prescribed for documents maintained in accordance with series 103-04.

1806-07 Readiness **of** Military Forces Files (Pending approval). Documents and data sets dealing with the composition of US military forces; status of personnel, training, and equipment at the unit and aggregate levels; and mobilization/deployment capabilities.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference. Longitudinal data sets (historical files stored in digital format, sequenced in chronological order for trend analyses), maintained at **DMDC**, will be transferred to the **NARA** when no longer required for reference.

1806-08 Individual Training **and** Performance Files (Pending approval.) Documents and data sets dealing with individual training systems such as schools, instructors, students throughput, attrition rates, courses, test scores, individual demographics and training histories, and institutional training costs .

Disposition: Destroy when superseded, obsolete, or no longer needed for reference. Longitudinal data sets maintained

at DMDC will be transferred to the **NARA** when no longer required for **ref** erence.

1806-09 Collective Training and Performance (Pending approval) . Documents and data sets dealing with collective **training** programs and exercises such as training ranges, missions training objectives, descriptions of the composition of training groups and organizations, descriptions of filed training exercises, lessons learned, measures of effectiveness, of tempo, and collective training costs.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference. Longitudinal data sets maintained at **DMDC** will be **transferred** to the **NARA** when no **longer required** for reference.

1806-10 Training Technology (Pending approval). Documentation and data sets dealing with the research, development, application, and testing of training delivery systems such as computer-based training management, testing, and authoring systems; embedded training; training devices; simulators and simulation techniques; **tele-training**; and technology transfer. -

Disposition: Destroy when superseded, obsolete, or no longer needed for reference. Longitudinal data sets maintained at **DMDC** will be transferred to the **NARA** when no longer required for reference.

1806-11 Actuary Files. Calculations of present and predictions of future military retirement costs. Actuary figures for the **survivor** benefit program.

Disposition: Destroy when superseded, obsolete, or no **longer** needed for reference, as appropriate for documents maintained in accordance with series 103-08.3

1806-12 Special Events Management. Documents related to the DoD support to other Federal, State, and local government agencies, or other organizations in the area of international special events.

Disposition: Destroy when superseded, obsolete, or no longer needed **for** reference, as prescribed for documents maintained in accordance with series 702-01.2.

1806-13 Office of Economic Adjustment Files. This file contains economic impact minimization files consisting of studies, reports, correspondence, evaluations of economic impact

of proposed or suggested base closures, **reduction** program, special problem studies, and possible changes **in** procurement programs.

Disposition: Permanent. Retire to the WNRC when superseded, obsolete, or no longer needed for reference, as prescribed for documents maintained in accordance with series 103-01.

1807 Family Policy

1807-01 Family Policy Office Files.

1. Policy files.

Disposition: **Permanent.** Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

2* Reference publications pertaining to **Family Policy** Office matters such as Executive Orders, all published orders affecting military families, newsletters, military families, etc.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference purposes, as prescribed for documents maintained in accordance with series 102-01.

3. Program and budget decisions, guidance, committees, travel requirements.

Disposition: Destroy after 5 years or on discontinuance, whichever is first, as authorized for files maintained **in** accordance with series 103-03.3.

4. Committees and/or councils and/or advisory groups on family issues such as the Family Policy Coordinating Committee or Family Support Conferences.

Disposition: a. Office of the committee chairman or secretariat, whichever is designated office of record: Permanent. Cut off when no longer needed for current operations and retire to the **WNRC** 5 years after cutoff, or when the committee is abolished. b. Offices of other committee members: Destroy when no longer needed for current operations, as prescribed for committee-type records maintained in accordance with series 103-06. NOTE: For committee-type records not related to the business of the Family **Policy** Office, see series 201-01 or -11 of this Instruction.

5. Speeches.

Disposition: Destroy after 5 years on discontinuance,

whichever is first, as prescribed for documents maintained in accordance with series 103-02.5. NOTE : Official copies of speeches are maintained as permanent documents by **ASD(PA)** under series **701-09.b.**

6. Military family issues documents such as adoption, child care, dependent travel, cottage industries, **DoDDS**, elder care employment, terrorism, volunteerism, and miscellaneous matters.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

7. Military **Family Act Legislation** contained in the FY 86 DoD Authorization Act.

Disposition: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.